

NEW HAMPSHIRE FIRE STANDARDS & TRAINING COMMISSION

Location: 222 Sheep Davis Road, Concord, NH
Mailing Address: 33 Hazen Drive, Concord, NH 03305
Telephone: 603-271-2661
Toll Free: 1-800-371-4503
Fax: 603-271-1091

MINUTES OF MEETING

May 5, 2005

(Approved June 9, 2005)

Members Present: Edward Murdough, Brad Simpkins, Ronald O'Keefe, Scott Weden, David Duquette, Stephen Carrier, Kevin Pratt, Al Burbank, John Hoglund, Peter Russell, Joseph Butts, George Sykes, J. William Degnan, Richard Mason.

Members Absent: Dan Mullen, Earl Sweeney.

Others Present: *Division of Fire Standards & Training*--Bruce McPherson, Bureau Chief; Dennis Rosolen, Bureau Chief; Sue Prentiss, Bureau Chief; Heather Newland, Recording Secretary.
ITRS Visiting Committee Members: Captain Andy Anderson, Program Coordinator Stephen McKenna, Instructor Stephen Fecteau.

I. CALL TO ORDER

Item 1. Call to Order. The meeting of the New Hampshire Fire Standards & Training Commission was called to order by Chair David Duquette at 10:05 a.m. on Thursday, May 5, 2005 at the Richard M. Flynn Fire Academy, Classroom 5, 222 Sheep Davis Road, Concord, NH. The Pledge of Allegiance was recited.

II. APPROVAL OF MINUTES

- (a) **Item 1. April 7, 2005. Motion** was made by Commissioner Russell, seconded by Commissioner Burbank, to approve the Minutes of the May 7, 2005 Commission meeting as printed and distributed. Motion passed unanimously.

III. CHAIR'S REMARKS

Item 1. Fire Chief Retirement. Chair Duquette announced that a Fire Chief from the Seacoast has retired. It is Chief Ron O'Keefe of Durham, who is also a Commission member. Chair Duquette thanked Commissioner O'Keefe for all the time he has spent and all the time he has been involved with the Commission and as a Fire Chief.

Item 2. Introduction to Technical Rescue Skills (ITRS). Chair Duquette stated that some of the ITRS Visiting Committee members were present and ready to make their presentation. Program Coordinator Steve McKenna made the presentation for the Committee. Two major changes that PC McKenna spoke of were:

- (a) Reducing the Incident Command System (ICS) module from eight hours to four hours, and adding those four hours to the Ropes module.
- (b) Adding another day to the program for a second day of practical skills. This would increase the program from 32 to 40 hours.

Commissioner Weden asked what the prerequisites are for ITRS. PC McKenna replied that both Firefighter I and Firefighter II are required. Chief Rosolen noted that demand is high for ITRS programs.

Discussion followed on possible accreditation, allowing volunteer/call personnel to continue through the program, and where EMT-B should be in relation to ITRS.

Motion was made by Commissioner Carrier, seconded by Commissioner O'Keefe, to make the following changes to the Introduction to Technical Rescue Skills (ITRS) program: (1) reduce the Incident Command System (ICS) module from eight hours to four hours, (2) increase the Ropes module by four hours to twelve hours, and (3) add another eight-hour day of practical skills, increasing the entire program from 32 to 40 hours.

Director Mason noted that the proposed changes would be tabled for 60 days in order to hold two public hearings on the proposed changes. One hearing will be held during the day and one at night.

Motion passed unanimously.

Chair Duquette recommended that every Commission member discuss these proposed changes with the organizations they represent before the public hearings.

IV. COMMITTEE REPORTS

Item 1. Emergency Medical Services. Chair Duquette asked Chief Prentiss to report on Emergency Medical Services. She reported on the following items for EMS:

- (a) Former Bureau of EMS Chief Marcia Houck passed away in April. She served the Bureau for many years. Marcia was a member of Amherst Rescue for 30 years, recently became a Paramedic, and was one of the Division's Instructor-Trainers for EMS.
- (b) The Trauma and EMS Information Systems (TEMSIS) Project is beginning its implementation phase. The guidance document for EMS Units to use during the next year will go before the Coordinating Board for EMS this month. Computers funded through NH Highway Safety are being delivered and the EMS Regional Councils, in consultation with the TEMSIS Committee, have decided the order of Regions coming on-line with the Project. The Seacoast Region III has volunteered to go first. The Train-the-Trainer is scheduled for May 25 and 26.
- (c) 145 AEDs will be distributed this year under the Rural AED grant. Our final year's application was awarded \$129,843.00 this month.
- (d) In response to questions and concerns raised at the last Commission meeting by Attorney Mullins about the Avian Bird Flu, updates were made to the Bureau's Preparedness area of the Website.

Item 2. Fire Marshal's Office. Director Degnan gave his report.

Item 3. Forest Protection Bureau. Commissioner Simpkins gave the following report:

- (a) Wildland Fire Statistics year-to-date:
 - 185 fires
 - 135.85 acres
 - 6 structures impacted
 - no injuries reported
 - largest fire 29.1 acres in Madbury on 4/16/05
- (b) Currently in process of hiring one, possibly two, new Forest Rangers. We had 36 applicants. After certification by Personnel and written exam we are down to 7 candidates.
- (c) Forest Protection budget is looking good so far with flat-funding for towers and patrols during the next two-year budget cycle.
- (d) We will be setting up a 1-800 wildland fire information line by the 16th of May. Wardens, Deputies and firefighters will be able to call this toll-free number for information on fire danger class day, out-of-state fire crew activity, etc.
- (e) Public hearing on administrative rules will be Monday, May 9th, at DRED headquarters at 10:00am in large conference. Public comment period will remain open until May 19th.
- (f) The Division celebrated Forest Fire Awareness Week during the week of April 17-23, 2005. Representatives from Forests and Lands, Federation of Forest Fire Warden's Associations, U.S. Forest Service, Fire Standards and Training, Forest Advisory Board, and a local Forest Fire Warden attended the signing of a proclamation by Governor Lynch and the Executive Council. Also present was Smokey Bear. A wildland fire prevention display was set up for the day in the visitor's center of the state house.

Item 4. Curriculum Review. Chair Duquette reported that the Curriculum Status Report is in each Commission member's packet and is as follows:

(a) **Driver/Operator:**

- (1) Pumps:
No classes scheduled at this time.

(b) **Hazardous Materials:**

- (1) Operations:
This program is well underway at this point with no problems reported.
- (2) Technician:
The trailer is proving to be a valuable asset and will be an on-going work in progress; a new larger trailer has been ordered in order to contain the ever-growing demand of Hazardous Materials and Weapons of Mass Destruction.

(c) **Aircraft Rescue & Fire Fighting:**

A number of Part 139 FAA classes have been approved for this Spring and Summer. A 40-hour class is scheduled for this summer; hopefully we can fill it.

(d) **NFPA 1030 Series:**

- (1) NFPA 1031, Standard for Professional Qualifications for Fire Inspectors and Plan Examiners:
At this point classes will be scheduled periodically as they consistently fill up. Inspector II Visiting Committee has started the process. The first three days will be cognitive and class activities, the last two days will cover Citations.
- (2) NFPA 1033, Standard for Professional Qualifications for Fire Investigator committee met Friday April 8 and have discussed their next course of action, which is reviewing the New York state curriculum and will meet again in early June.
- (3) NFPA 1035, Standard for Professional Qualifications for Public Fire and Life Safety Educator:
Will probably follow the 1033 standard.

(e) **Rescue Series:**

- (1) Structural Collapse:
No pilots scheduled as yet.
- (2) Confined Space: There was a class in Portsmouth in October, 2004.
- (3) Technical Rope Rescue:
A visiting committee has begun. Captain Andy Anderson is assigned to the committee. A curriculum search is in progress at the moment. The committee feels that after six years ITRS needs to be reviewed and perhaps altered. This committee will deal with all of the 1006 standard series. Some members may change depending on the discipline studied. The committee will be meeting with the Commission Curriculum Committee this month for approval for ITRS.

(f) **NFPA 1001 Firefighter I and Firefighter II:**

Train-the-Trainers have been successful thus far with over 250 instructors attending both at the Academy and in the field from Littleton to Hollis. These programs are doing well.

- (g) **NFPA 1021 Fire Officer:**
This program was very successful in October, 2004. The course went well and was very successful in Burlington Vermont as well. We will be doing a Train-the-Trainer for Vermont soon. The class in Manchester Fire was very successful.
- (h) **NFPA 1041 Instructor:**
A Train-the-Trainer and a bridge course for instructors of 1041 was scheduled for September 2004. Approximately 18 instructors were in attendance with six being first time additions. A bridge course for all instructors was scheduled for November 2004 and was successful, and a full 60-hour class was scheduled for November/December 2004 with excellent reviews.

A bridge class will be offered this June 21 and 22, and an Instructor III in the Fall. An Instructor I Visiting Committee should be forming soon.
- (i) **NFPA 1051 Wildland Firefighter:**
Ready to go.
- (j) **Other:**
 - (1) Visiting Committees for the following in accordance with the Commission vote on February 3, 1999 are about to commence in the near future once the committees are established.
 - (i) NFPA 1002 Aerial Apparatus, a visiting committee is being formed at this time.

Item 5. Retreat. Commissioner Murdough stated that he had nothing new to report until the September Commission meeting.

V. REPORT OF THE DIRECTOR

Item 1. Director's Report #91. The Director's Report was as follows:

- 1) **CONGRESSIONAL FIRE SERVICE DINNER**
I missed the April 7 Commission meeting, the second absence in 90 meetings, as I was attending the Congressional Fire Service Institute Dinner in Washington, DC. New Hampshire attendees were Chief Perry Plummer (Dover), Chief Brian Thibeault (Plymouth), Chief Chris LeClaire (Portsmouth), and Chief Steve Allen (Lebanon). I attended with the North American Fire Training Directors, which I presently serve as Secretary.
- 2) **LEGISLATION**
House Bill 303 – Housekeeping for the Fire Standards & Training Commission passed both the House and Senate (copy attached).

There are two EMS bills, SB88 (Inter facility transport) and HB257 (ALS Protocols) that are making their way through the process.
- 3) **RECRUIT SCHOOL**
We are in week five of 11 and will be finishing the Firefighter I next week. We will then offer two Firefighter II programs and end with C2F2. We also just completed a C2F2 with no casualties or drops! That doesn't happen often.

4) **NHAFC ANNUAL MEETING**

On April 14 the New Hampshire Association of Fire Chief's held their annual dinner/meeting at the Fire Academy. Primex sponsored a liability seminar with Gordon Graham, then the advocate members displayed their products, and the evening ended with the Annual meeting. Commission Vice-Chair Steve Carrier was elected Association President and I was elected 2nd Vice President.

5) **FIOANH ANNUAL MEETING**

The Fire Instructors & Officers Association of NH held their annual meeting on April 20 at Makris Restaurant. Pete Carver was present; it's always nice to see him out and about! Eric Wilking was bestowed the John T. Ayers Fire Instructor of the Year Award.

6) **FIRE OFFICER COURSE**

The City of Manchester, NH Fire Department hosted a Fire Officer I & II course with 24 students graduating on April 22 at the Manchester City Library.

7) **PERSONNEL**

As you know Captain Eric Wilking left our employment for an Assistant Fire Chief position in Exeter. We have re-assigned Captain Andy Anderson to a majority of Eric's old duties. Friday, May 13 will be the oral board for our vacant Captain position.

8) **TRADE**

Training Resource And Data Exchange sponsored by the National Fire Academy, Region I (New England) met in Worcester last week. After a lengthy business meeting, we toured Worcester's training facility and the future site of WFD headquarters, the former Cold Storage Warehouse location!

9) **PUBLIC FIRE EDUCATION IN DOVER**

I attended a fantastic fire safety presentation at the Woodman School in Dover yesterday. Dover Fire & Rescue deserves KUDOS for their dedication and professionalism!

10) **DEPLOYMENT**

I certainly appreciated all the support I have received during the past year; it is time to remember Dale Boyd's son, Andrew, who is presently deployed overseas. I hope and pray for a speedy and SAFE return!

Other items discussed were:

- 10) Fire Training Public Hearing—The Commission will be holding it's annual public hearing with the NH House of Representatives Criminal Justice & Public Safety Committee on Thursday, June 2 at 7:00 p.m. The Commission meeting will be at 3:00 p.m. that day, with a dinner to follow.
- 11) ARFF Training Brochure—Director Mason noted that the Aircraft Rescue Firefighter (ARFF) Training brochure that everyone received was put together by Secretary Kelly Teeter and PC Ted Starkweather.
- 12) Training Calendar—Everyone received a NHFA 2005-2006 Training Calendar.
- 13) Fire & EMS Newsletter—We have received eight to ten complaints from the field that there are no fire articles in the newsletter. We are looking at options for that.

- 14) Construction—The Department of Transportation construction is coming along at the top of the hill. They are working on the new entrance from Route 106, and there will be a lighted intersection. There will be a fuel depot there.
- 15) People Moved—We have about six or seven people here at the Academy who are moving their offices, which should be done soon.
- 16) Fire Training Director—Massachusetts is looking for a new Fire Training Director.
- 17) Virtual Reality Trailer—Chief McPherson announced that the virtual reality trailer is set up outside for a tour after the Commission meeting. Also the ARFF site will be open after lunch for a tour.

VI. OLD BUSINESS

Item 1. Retreat Items: Recertifications and Physical Ability.

Commissioners Burbank and Pratt presented their proposal for physical fitness recertification in memorandum form:

Date: May 5, 2005

To: Chairman David Duquette
New Hampshire Fire Standards & Training Commission

From: Commissioner Al Burbank
Commissioner Kevin Pratt

Subject: Retreat Item #8—Physical Fitness Recertification Standard

Per your request, we have researched the need for a Physical Fitness Recertification Standard for the State of New Hampshire. Our goal was to develop recommendations that would not interfere with the CPAT standards used by the Fire Academy. To that end, we make the following recommendations:

1. There is a need in the State of New Hampshire for an annual Health & Fitness Recertification Standard.
2. The standard needs to be voluntary.
3. The program must be HIPPA compliant.
4. The program should meet NFPA 1583 standards.
5. The program should contain the following basic components:
 - a. Annual medical exam
 - b. Cardio Vascular
 - c. Strength
 - d. Flexibility
 - e. Nutrition

- f. Muscular Endurance
- g. Program Evaluation
- 6. Program should not be a condition of employment.

We feel that a visiting committee should be assigned to research and draft a Health & Fitness Recertification Standard for the State of New Hampshire based on the above guidelines.

Chair Duquette stated that we will look at an implementation process.

VII. NEW BUSINESS

None.

VIII. GOOD OF THE ORDER

Item 1. Host a Commission Meeting. Chair Duquette stated that he could look into hosting a Commission Meeting in Dover to view the Fire Safety program. Sessions are at 9:00 a.m. and 1:00 p.m.

IX. ADJOURNMENT

Motion was made by Commissioner Carrier, seconded by Commissioner Burbank, to adjourn at 12:01 p.m. Motion passed unanimously.

Respectfully submitted,

Richard A. Mason, Director

Items distributed at meeting:

- 1. Agenda 05/05/05
- 2. Minutes of Meeting – 04/07/05 – DRAFT--Not Approved
- 3. Curriculum Status Report 05/05/05
- 4. Minutes of Meeting – 03/03/05 – Approved 04/07/05
- 5. Director's Report #91—May 5, 2005
- 6. Number of Personnel Certified in NH 07/01/04 to 05/05/05
- 7. Retreat Item #8—Physical Fitness Recertification Standard—Commissioners Burbank and Pratt
- 8. 2006 IFSTA/FPP Calendar Photo Contest Announcement
- 9. Public Hearing Notice: NH House of Representatives Criminal Justice & Public Safety Committee and NH Fire Standards & Training Commission—June 2, 2005
- 10. House Bill 303-FN as amended by the Senate—Relative to the Fire Standards & Training Comm.
- 11. NHFA Aircraft Rescue Firefighter (ARFF) Training brochure
- 12. NHFA 2005-2006 Training Calendar